

ADAMS COUNTY RETIREMENT PLAN POLICY REGARDING OPEN RECORDS REQUESTS

Public Records

The Adams County Retirement Plan (the “Plan”) is committed to the principle of open and accessible government. As such, we commit to fulfill every request for public records as efficiently and expeditiously as possible and within the requirements established by the Colorado Open Records Act, C.R.S. § 24-72-201 *et seq.* (“CORA”), subject to the confidentiality limitations imposed by C.R.S. § 24-54-115 or other state or federal law. Section 24-54-115 provides in relevant part that all information contained in records of members of the Plan, former members, inactive members, or benefit recipients and their dependents shall be kept confidential by the Plan.

The following procedures are intended to facilitate requests for public records responsibly and efficiently, to maintain the integrity of the Plan’s records, and to ensure the effective functioning of the Plan. This policy is subject to interpretation by the Adams County Retirement Plan’s legal counsel.

This policy does not apply to Adams County or the Rangeview Library District. Records requests for these offices must be sent directly to them. Contact information for these offices is available on the Adams County and Rangeview Library District websites.

Requests for Public Records

Records requests must be directed to the designated custodian of records for the Adams County Retirement Plan at the following physical address:

Pamela Mathisen, Executive Director
Adams County Retirement Plan
4430 South Adams County Parkway, Suite C3406
Brighton, CO 80601

General emails to the Plan or inquiries on the Plan’s website or social media sites will not be treated as open records requests pursuant to CORA. When practicable, open records requests should be submitted in writing on the Plan’s records request form, which is available on the Plan’s website.

Prior to submitting a records request, please check the Plan’s website to determine whether the records sought are already available online.

All requests must contain the following information:

- The name and preferred contact information for the requesting party.
- A description of the records sought. (Please describe as specifically as possible, including applicable date ranges and source of information if known).
- Preferred method of delivery. (Email, regular mail, in-person inspection, etc.).

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Responses to Requests

The records custodian for the Plan is responsible for responding to the requesting party in a timely manner. The requesting party will be notified if the requested documents are not available or if the records are not covered by CORA.

If review of original documents is requested, the records custodian may impose certain procedures to protect the integrity of the public record, including supervision by a Plan employee within the area where the records are stored and/or maintained. The records custodian may also establish a designated area or schedule for a particular time of day so as to not unduly disrupt the day-to-day activities of the office.

Requests received after the close of business will be considered to be received on the next business day.

The Plan will comply with the reasonable response timelines set forth in CORA. Every attempt will be made to fulfill open records requests within three (3) working days. If the request cannot be filled within three working days, the requester will receive notice from the records custodian that additional time, up to seven (7) working days, will be necessary.

Fees Charged

The Adams County Retirement Plan seeks to meet public information requests in the most economical fashion possible. The fees charged by the Plan will be consistent with the provisions of CORA.

Standard fees for records requests include copy charges, research and retrieval time, and actual costs associated with fulfilling the request. Research and retrieval time may include, but is not limited to: actual costs involved in the gathering of documents, costs associated with specialized IT support, and staff time required to perform research, locate, retrieve, and review records, and create or run records in electronic or digital format. The nature of the request dictates the potential fees and costs incurred.

Pursuant to C.R.S. § 24-72-205(6), effective July 1, 2014, there is no charge for the first hour of time for research and retrieval of records.

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Fees Charged (continued)

Copies

8.5" x 11"	25¢ per page
11" x 17"	25¢ per page
Greater than 11" x 17"	Actual cost of reproduction + Research and retrieval time

Electronic Copies on CD

If the record exists in electronic format	\$2 per CD + Research and retrieval time
If the record has to be scanned	\$2 per CD + Research and retrieval time
If the record has to be printed and scanned	\$2 per CD + Research and retrieval time + paper copy fee

PDF Records Sent Via Email

If the record exists in electronic format	Research and retrieval time
If the record has to be scanned to PDF	Research and retrieval time
If the record has to be printed and scanned to PDF	Research and retrieval time + paper copy fee

Research and retrieval

One hour or less	\$0
More than one hour	\$30 per hour

Mailing Expenses

Mailing Expenses	Actual Cost
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Deposits

If the fulfillment of a request is likely to incur fees in excess of \$30.00, the records custodian will attempt to provide the requesting party with an estimate of the likely fees to be generated in fulfilling the request. The Plan may require payment of the estimated fees prior to any staff time being expended on responding to the request. Requesting parties will be responsible for any actual costs incurred in excess of the deposit and will be reimbursed for any estimated costs that are not actually incurred.

Requests that require IT staff to search email or other electronic records will require a minimum deposit of \$120 when IT estimates that the search will take longer than five hours of staff time.